

THE FORT
BELVOIR,
CIVILIAN
PERSONNEL
ADVISORY
CENTER

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The Army CAC Enabled Defense Civilian Personnel Data System

On 30 June 2008 the Army implemented a security control that requires employees to access the Defense Civilian Personnel Data System (DCPDS), My Biz, and My Workplace with their Common Access Card (CAC). With the implementation of "CAC only" access, User IDs and passwords for DCPDS, My Biz, and My Workplace have become obsolete. ***PLEASE NOTE: DA employees must register their CAC before they can use it they can use it to access DCPDS, My Biz, and My Work-***



place. To register your CAC please follow the step-by-step instructions in the CAC User's Guide. The CAC User's Guide is available on the homepage of the Army Civilian Personnel Online (CPOL) portal (www.cpol.army.mil) under the heading "Top Army Initiatives." If you experience a problem with the CAC registration process or with CAC access to DCPDS, My Biz, or My Workplace, you can report the problem by submitting an online

Helpdesk ticket via the Army CPOL portal. When you submit a Helpdesk ticket via the Army CPOL portal, your ticket will be automatically routed to a Civilian Human Resources Agency customer service representative. To report a problem with the CAC registration process or with CAC access to DCPDS, My Biz, and My Workplace, go to the Army CPOL portal homepage. From there, in the "Employee Portal" section, click on either "Employee Login" (to login to the portal with your Army Knowledge Online User ID and password), or "CAC Employee Login" (to login with your CAC). Next, click on the "Helpdesk" button, which is on the top menu bar of the page, and then follow the instructions to enter a new Helpdesk ticket.

Reasonable Accommodation

The term "reasonable accommodation" is a term of art that Congress defined only through examples of changes or modifications to be made, or items to be provided, to a qualified individual with a disability. A reasonable accommodation is adapting the job site or job functions for a qualified person with a disability to enable an individual with a disability to enjoy equal employment opportunities. This does not mean that the employer must lower the standards of work for the position or change the job requirements. There are three categories of reasonable accommodations:

- ◆ Modifications or adjustments to a job application process to permit an individual with a disability to be considered for a job (such as providing application forms in alternative formats like large print or Braille);
- ◆ Modifications or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of the job (such as providing sign language interpreters); and
- ◆ Modifications or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment (such as removing physical barriers in an office cafeteria).

Who is an individual with a disability?

An individual with a disability:

- ◆ has a physical or mental impairment that substantially limits one or more of the person's major life activities;
- ◆ has a record of such an impairment; or is regarded as having such impairment.

What is a major life activity?

A major life activity is a function that the average person in the general population can perform with little or no difficulty. Major life activities include activities such as caring for oneself, seeing, hearing, walking, breathing, speaking, learning, sitting, standing, lifting, reaching, and working.

Who is a qualified individual with a disability?

A qualified individual with a disability has the skills, experience, education, and other requirements of the job the individual holds or desires, and can perform the essential functions of the position with or without reasonable accommodation.

What happens if the disability is not obvious?

When the disability and/or the need for accommodation is not obvious, the employer may ask the individual for reasonable documentation about his/her disability and functional limitations. An employer should respond expeditiously to a request for reasonable accommodation.

What is an undue hardship?

An agency is not required to make an accommodation if it can demonstrate that providing the accommodation would impose an undue hardship on its everyday operations. An undue hardship is an action that requires "significant difficulty or expense" in relation to:

- ◆ overall size of the agency's program with respect to the number of employees, number and type of facilities and size of budget;
- ◆ type of operation, including the composition and structure of the agency's workforce; and
- ◆ nature and cost of the accommodation.

How can an individual request a reasonable accommodation?

An individual can make either an oral or written request for accommodation. To request an accommodation, an individual may use "plain English" and does not need to mention the Rehabilitation Act or "reasonable accommodation." A family member, friend, health professional, or other representative may request a reasonable accommodation on behalf of an individual with a disability. An individual with a disability may request a reasonable accommodation at any time during the application process or during the period of employment. The request for a reasonable accommodation must be made for a reason related to a medical condition.

For additional information on reasonable accommodation contact your agency LMER Specialist

THE EAGLE

Here are some things you should know if you have young friends or relatives who are going to be working this summer:



If your child or grandchild will be toiling at a summer job, making a Roth IRA pay-in for him or her this year is a great idea! The limit is \$5,000, but the amount cannot be more than the child's earnings. That sum counts toward the \$12,000 annual gift exclusion (\$24,000 for couples). The Roth can grow into a tidy sum for the child. In 2008, if a 16-year-old contributes (or has contributed for him or her) \$5,000 to a Roth IRA that earns 7% each year, that \$5,000 will grow to \$137,000 at age 65 or \$193,000 at age 70. If the child works for a few summers and annual contributions are made, future totals will be much larger. Roth IRAs are tax-favored, too. All payouts, including gains, after 59½ are tax-free. And since contributions, but not earnings, can be taken free of tax at any time, the child can pull them out in the future to help purchase a first home.

Some reminders about taxes for students with summer jobs: They can escape income tax withholding from their paychecks if they did not owe any tax last year and don't expect to owe any in 2008. Students who can be claimed as dependents can avoid income tax withholding if unearned income is \$300 or less and total income won't exceed \$5,450. However, if investment income (such as dividends and income) is more than \$300, total income cannot top \$900. Students who qualify should write "EXEMPT" on line 7 of their W-4 forms. Finally, hiring your children can save tax. No Social Security tax is due when sole proprietors or husband-wife partnerships hire their children, as long as the children are under 18. FUTA isn't owed until they are 21. **Compliments of the Ft Belvoir SJA**

Probationary Periods — many supervisors either do not understand the importance of the probationary period or do not make proper use of it. Generally, the first year of service for a new employee hired into a competitive service position in the federal government is considered a probationary period. This probationary period is the final and most significant step in the examining process because it gives supervisors the opportunity to observe an employee's performance, conduct, and attendance; and determine their suitability for continued employment.

During the probationary period, supervisors should be monitoring the performance and conduct of probationary employees to ensure they can meet the standards expected of federal employees. Supervisors should ensure employees are on standards and have a clear understanding of the expectations for their performance and conduct. Supervisors should counsel employees when appropriate and let them know that their failure to maintain performance and/or conduct standards could result in their termination from federal service during the probationary period.

It is important for supervisors to understand that probationary employees do not have the full range of appeal rights that non-probationary employees have and; therefore, it is a much quicker and easier process to terminate a probationary employee than it is to remove a non-probationary employee under adverse action procedures. It is also important for supervisors to know that they do not have to wait until the end of the probationary period to decide to terminate a probationary employee. If the supervisor determines at anytime during the probationary period that a probationary employee is not fit for continued service due to conduct and/or performance reasons, the supervisor should contact their LMER Specialist and discuss possible probationary termination. Even though probationary employees have limited appeal rights, it is still important for supervisors to provide LMER with documentation of poor performance and/or documentation of misconduct that supports a request for termination. Understanding and making proper use of the probationary termination process can save organizations time and money by getting rid of problem employees early. It also ensures the organization only keeps the best qualified and disciplined employees. As we say in LMER, "Having no one filling the seat is often better than having a problem employee filling the seat."

The Crone Corner

Worker's Compensation—Continuation of Pay

A Tip for Timekeepers & Supervisors

Continuation of Pay—the infamous 45 days!

The Federal Employees Compensation Act provides that an employee's regular pay may continue for up to 45 calendar days of wage loss due to disability and/or medical treatment after a traumatic injury occurring on the job. The intent of this provision is to avoid interruption of the employee's income while the case is being adjudicated. Continuation of Pay (COP) is not considered compensation and is therefore subject to the usual deductions from pay, such as income tax and retirement allotments. After entitlement to COP ends, the employee may apply for compensation or use leave.

An employee is entitled to receive COP when he or she is absent from work due to disability or medical treatment, or when he or she is reassigned by formal personnel action to a position with a lower rate of pay due to partial disability.

Computation of Continuation of Pay:

Unless the injury occurs before the beginning of the workday, time lost on the date of injury should be charged to administrative leave. The period to be charged to COP begins with the first day or shift of disability or medical treatment after the date of injury, provided that the absence began within 45 days after the injury. COP should be charged for weekends and holidays if the medical evidence shows the employee was disabled on the days in question. For example, if the physician states that disability will continue only through Saturday for an employee who has Saturday and Sunday off, COP will be charged only through Saturday.

If work stoppage occurs for only a portion of a day

or shift, a full day of COP will be counted toward the 45-day entitlement, even though the employee is not entitled to COP for the entire day or shift. For example, if an employee who has returned to work must lose three hours to obtain physical therapy for the effects of the injury, he or she is entitled to only three hours of COP even though one full day will be counted. If the employee is absent for all or part of the remaining workday, the time loss should be covered by leave, LWOP, AWOL, etc., as appropriate, since absence beyond the time needed to obtain the physical therapy cannot be charged to COP.

If a partially disabled employee continues to work several hours a day, each day or partial day of absence from work is chargeable against the 45-day period.

COP should not be stopped unless:

- ◆ Medical evidence has not been received within 10-workdays after the employee claims COP or the disability begins (or recurs).



- ◆ *The Employee is No Longer Disabled.* The agency should terminate COP if: it receives medical information from the attending physician stating that the employee is no longer disabled for regular work; a partially disabled employee returns to full-time light or limited duty

with no pay loss; or the employee refuses a suitable offer of light- or limited- duty work.

- ◆ *OWCP Notifies the Agency That Pay Should be Terminated.*
- ◆ *The 45-Day Period Expires.* An employee who is scheduled to be separated and who reports a traumatic injury on or before the date of separation is entitled to COP up to the date of separation and to compensation thereafter.

For more information contact Cisy Newman.

Parent/Child Recruitment

E-VERIFY

Do you need to recruit for multiple identical positions? Tired of listing the same information on multiple requests for personnel actions (RPAs)? Use the Parent/Child method of recruitment. Submit one RPA for the position being filled to initiate recruitment. Use the comments section on the Gatekeeper or the Remarks section (Part D) on the RPA to indicate that additional vacancies may be filled and the number of vacancies, if known. If unknown, indicate the statement "Additional vacancies may be filled with this request" in the comments section of the



Gatekeeper or in the Remarks section (Part D) of the RPA. The vacancy announcement will indicate that additional identical positions may be filled. If the RPA indicates a specific number of vacancies, the Priority

Placement Program (PPP) requisition will be submitted with that number, e.g., 10 vacancies. If the RPA does not indicate a specific number of vacancies, a requisition for one position will be submitted to PPP at the time recruitment is initiated.

Additional selections will require submission of additional RPAs. Indicate in the Remarks section (Part D) of the RPA, "Child RPA - Gatekeeper submitted against Parent RPA # _____." Additionally, list the Selectee Name, SSN, and Referral List Number. If PPP was initially cleared, the job offer can be extended to the selectee. If the additional number of vacancies was unknown, PPP will be cleared prior to extending the job offer to the selectee.

Why do you want to use this method? The biggest benefit is that it saves you time. One RPA initiates the recruitment for the position and any projected additional vacancies. The number of additional selections will result in submitting the exact number of RPAs needed. If your needs change and additional selections aren't possible, you have not expended time creating, routing and submitting RPAs that will be cancelled. Streamline the submission of RPA's, use the Parent/Child option!

Cindy Taghon
Ft Belvoir CPAC

E-Verify System is short for Employment Eligibility Verification Program. It is an Internet-based computer program that allows employers to electronically verify the employment eligibility of newly-hired employees.



E-Verify reduces unauthorized employment, minimizes verification-related discrimination, is quick and non-burdensome to employers, and protects civil liberties and employee privacy. Employers ran nearly 2 million employment eligibility verification queries in Fiscal Year 2006.

The program is operated by Citizenship and Immigration Services (USCIS) in the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). This program was launched to verify the employment eligibility--the eligibility to legally work in the U.S.

During in-processing at the Civilian Personnel Advisory Center (CPAC), the employee must show valid documentation as listed on Form I-9, Employment Eligibility Verification, to establish their identity and employment eligibility. The E-Verify system is then utilized to confirm employment eligibility. If the information cannot be confirmed, the CPAC will notify the employee of non-confirmation so that they may have an opportunity to resolve the issue.

The employee will receive instructions on how to contact SSA or DHS to resolve their case as appropriate. They must contact the appropriate agency within eight (8) Federal work days to begin resolving the issue. An adverse action may not be taken during the time the employee is working to resolve their non-confirmation; however the employer may remove them from service upon receipt of a final non-confirmation or if the employee fails to contact the appropriate agency to resolve their case. Additional information can be found at www.uscis.gov or www.dhs.gov

Gerlean Baylor
Ft Belvoir CPAC

Civilian Personnel Advisory Center July Training Schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 VISIO Introduc- tion	23 Intro to PPT (\$250)	24 Advanced PPT (\$250)	25	26
27	28	29	30	31 MS Project \$250		

Class participation dictates whether a class will be conducted. You can confirm scheduling at 703-704-3005.

The only place where success comes before work is in the dictionary.

~Vidal Sassoon